Expenses Claim form

Notes:

1 Items of **less than £20** will be treated as minor spending for which no prior approval is necessary. Larger amounts should be approved by the TW Secretary or Treasurer.

2 Attach one of the following: original receipt; e:receipt; bus/metro tickets.

3 Mileage rate is 20p/mile and a description of the journey should be included on the form.

4 Claims must be submitted to the Treasurer as soon as possible (within 3 months) to ensure reimbursement.

Bank Details (for BACS only)

Name _____

Account No _____

Sort Code - -

Name

_____

Address

_____

_____Post Code _____

Date	Description	Amount	Receipt/ticket attached

Date Initials Cash/cheque/BACS